

[REDACTED]

CONFIDENTIAL

CONFIDENTIAL

12 August 1949

25X1A

Adm. memos
file

REFERENCE: Administrative Instruction No. [REDACTED]

Under INSPECTION AND SECURITY, on the three separate lists
maintained with reference to Administrative Instruction [REDACTED] 25X1A
[REDACTED] delete the name of [REDACTED] and substitute 25X1A
therefor the name of [REDACTED] has 25X1A
been authorized to sign administrative requests as outlined 25X1A
in Administrative Instruction No. [REDACTED] 25X1A

[REDACTED]
Acting Deputy Services Officer

CONFIDENTIAL

Security memos
file

RESTRICTED

STATINTL

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

ADMINISTRATIVE INSTRUCTION

8 March 1948

SUBJECT: Administrative Controls of Requests Resulting in
Financial Obligations.

(This rescinds Administrative Instruction [redacted] dated
22 January 1948.)

STATINTL

1. Assistant Directors and Staff Chiefs are authorized to initiate, within established policies, requests for administrative actions performed for them by A&M branches which result in financial obligations. This authority may be delegated to such additional individuals as may be necessary for good administrative practices.

2. The names of persons authorized to sign the following types of administrative requests will be forwarded by Assistant Directors and Staff Chiefs to the individuals indicated below:

a. Chief, Services Branch, A&M

- (1) Requests for transportation of equipment and supplies.
- (2) Requests for expendable and non-expendable office equipment and supplies, building alterations and repairs, and general services.
- (3) Requests for reproduction and printing (including printing to be done by the Government Printing Office.)

(Reproduction requisitions for forms and form letters, forwarded through the Management Branch for approval, will continue to bear the signatures of Administrative Officers.)

b. Chief, Personnel Branch, A&M

- (1) Requests for personnel actions.

3. The appropriate A&M official will be promptly notified when changes are made in personnel authorized to initiate requests for administrative actions.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

STATINTL

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Executive for
Administration and Management

DISTRIBUTION: A
(5277)

STATINTL

RESTRICTED
CENTRAL INTELLIGENCE AGENCY
Washington, D.C.

Enclosed

ADMINISTRATIVE INSTRUCTION

22 January 1948

STATINTL

1/22/48

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in Financial Obligations

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

ADMINISTRATIVE INSTRUCTION

8 March 1948

STATINTL

SUBJECT: Administrative Controls of Requests Resulting in
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(This rescinds Administrative Instruction [REDACTED] dated
22 January 1948.)

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FOR THE DIRECTOR OF CENTRAL

STATINTL

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(5277)

RESTRICTED
Executive for
Administration and Management

Chief, Services Branch, A&M

12 May 1948

Chief, Management Branch, A&M

Proposed Amendment to Administrative Instruction
22 January 1948

25X1A

dated

25X1A

1. Since existing Administrative Instructions contain the information presented in your proposed amendment to Administrative Instruction [REDACTED] it does not appear necessary to issue the proposed amendment.

2. The subject of the proposed amendment will be brought up at the next Administrative Officers' meeting. In this manner you can point out to the group the need for consulting existing Administrative Instructions and the need for having responsible officers initiate appropriate requests for the services desired.

3. If you feel that this action will not meet your needs, I shall be happy to discuss the problem further with you.

25X1A

RMH:mgd

[REDACTED] chrono

25X1A

Subj. file

Office Memorandum • UNITED STATES GOVERNMENT

25X1A

TO : Bob

DATE: 10 May 1948

25X1A

FROM :

SUBJECT: Adm. Inst. [REDACTED]

25X1A

Talked to [REDACTED] and he states that some offices have interpreted [REDACTED] to mean a [REDACTED] reception of [REDACTED] which outlines procedure for initiating request for supplies, equipment, etc. It seems to me that we need a Savings "P" in [REDACTED] I would suggest that we amend [REDACTED] by adding the following "P":

"4. Adm. Inst. relative Instructions which outline procedures to be employed in [REDACTED] over

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

25X1A

ADMINISTRATIVE INSTRUCTION

27 April 1948

25X1A

SUBJECT: Administrative Controls of Requests Resulting in
Financial Obligations

(This Administrative Instruction amends CIA Administrative
Instruction [redacted] dated 22 January 1948.)

1. Reference is made to Administrative Instruction [redacted] dated
8 March 1948, Subject: "Administrative Controls of Requests Resulting in
Financial Obligations."

25X1A

2. In accordance with existant policy all requests for expendable
or non-expendable supplies and equipment, building alterations, repairs,
and general services, whether or not said requests result in financial
obligations, will be initiated by Responsible and Property Officers.

3. Requests which result in financial obligations will not be approved
by the authorized individual unless such requests are initiated by designated
Responsible and Property Officers within their jurisdiction.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

[redacted]
Executive for
Administration and Management

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D R A F T
21 January 1948

CENTRAL INTELLIGENCE AGENCY
Washington, D.C.

25X1A
ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

DATE 22 Jan 48

SUBJECT: Administrative Controls of Requests Resulting in
Financial Obligations.

1. Assistant Directors and Staff Chiefs are authorized to initiate, *within established policies*, requests for administrative actions performed for them by A&M branches which result in *financial* obligations. This authority may be ~~not~~ delegated to such additional individuals as may be necessary for good administrative practices.

2. Memoranda *and Staff Chiefs* will be forwarded by Assistant Directors to the *Chiefs* individuals indicated below listing the names of persons authorized to sign the following types of administrative requests.

(1) Requests for transportation of personnel, equipment and supplies.

Chief, Transportation Division,
Services Branch

(2) Requests for expendable and non-expendable office equipment and supplies, building alterations and repairs, and general services.

Chief, Supply Division, Ser-
vices Branch

(3) Requests for reproduction and printing (including printing to be done by the Government Printing Office.)

Chief, ~~Reproduction~~ Division,
Services Branch

(Reproduction requisitions for forms and form letters, forwarded through the Management Branch for approval, will continue to bear the signatures of Administrative Officers.)

(4) Requests for personnel actions. Chief, Personnel Branch

- 2 -

official

3. The appropriate ~~Chief in A&M~~^{official} will be promptly notified when changes are made in personnel authorized to initiate requests for administrative actions.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

[REDACTED]
Executive for
Administration and Management

25X1A

TRANSMITTAL SLIP		
24 November 1947		
DATE		
TO: EXECUTIVE FOR A & M		
THRU: ACTING CHIEF, MANAGEMENT BR.		
BUILDING	ROOM NO.	7128
REMARKS:		
<p>The attached proposed Administrative Instruction was prepared at your request at the Administrative Officers' meeting in the month of October. It is believed that probably this order should include administrative authority for requesting personnel actions and, also, requests for additional funds which are required by the various Offices and Branches. However, the attached order adequately covers Services Branch requirements.</p> <p><i>Call [REDACTED] Staff meeting</i></p>		
FROM: CHIEF, SERVICES BRANCH		
BUILDING	ROOM NO.	EXTENSION
North	200	785
FORM NO. 36-8 SEP 1946 (1299)		

25X1A

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

DRAFT

ADMINISTRATIVE INSTRUCTION
NUMBER [REDACTED]

20 November 1947

25X1A

SUBJECT: Administrative Control of Expenditures

1. Assistant Directors are hereby authorized to initiate requests for administrative action to the several administrative activities of A & M.
2. Assistant Directors are also authorized to redelegate such administrative authority as they deem necessary and in keeping with good administrative practices in the activities under their jurisdiction.
3. Therefore, memorandums should be forwarded to the Chiefs of Branches as indicated below, listing the names and titles of persons authorized to sign such administrative requests:

Requests for transportation of personnel and supplies and equipment 77 Chief, Transportation Division Services Branch

Requisitions for expendable and non-expendable office supplies and equipment, building alterations and repairs, and general services 76 Chief, Supply Division Services Branch

Requisitions for reproduction - Chief, Reproduction Division
and printing (including print- To Services Branch
ing to be done by Government
Printing Office)

4. Requests for administrative actions which are signed by other than those individuals authorized by Assistant Directors will not be honored by activities of the Services Branch. *64-1-13946*

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

Executive for
Administration and Management

ATTACHMENTS: None

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800 C.
Discussed with [REDACTED] living up
question of delegation of authority of
most staff members, Rmtt

25X1A

23 Dec. 1947

[REDACTED] — B&F has no problem in connection
with this. Primary emphasis is Services - if
contract is properly initiated B&F just pays.

RMTK

RECORDED IN 1947
BY THE
FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE
FOR THE USE OF THE ATTORNEY GENERAL
AND THE DEPARTMENT OF STATE
IN THE CONDUCT OF THE NATIONAL SECURITY
INTERESTS OF THE UNITED STATES

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INTERESTS OF THE UNITED STATES

STANDARD FORM NO. 64

ER-7313

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Management Branch

DATE: 23 December 1947

FROM : Assistant Chief, Budget and Finance Branch

SUBJECT: Authorities for Issuance of Documents Resulting in Obligations

In response to your telephone inquiry of this date, there is attached a copy of the Fiscal Inspector's report of 24 October 1947 relative to the matter of authorizing appropriate officials to sign the various types of documents which originate in the Administrative and Operating branches and offices, and result in incurring obligations and expenditures against funds made available to this Agency. Among other reasons, this survey was made for the purpose of ascertaining that representatives of the Budget and Finance Branch, including Certifying Officers, were being given reasonably adequate protection in the acceptance of the various types of obligation documents.

While the attached report was submitted on 24 October 1947, it is believed that the information set forth therein is sufficiently accurate and current to suffice for your immediate purposes. In this regard attention is directed to Paragraph 3 relative to Interagency agreements. As indicated to you by the undersigned, the greater majority of Interagency agreements which are important from either a functional or fund viewpoint receive the approval of the Executive for Administration and Management, the Project Review Committee or other appropriate Agency official. In only a relatively few minor cases does the Budget and Finance Branch have occasion to actually initiate the obligation and in such instance there exists adequate authority and approval in the nature of established Tables of Organization, approved Projects, etc.

Should this office be in a position to give you further assistance in this matter, please advise.

25X1A

[Redacted]
Assistant Chief,
Budget and Finance Branch

Att.

Chief, Budget and Finance Branch

24 October 1947

Fiscal Inspector

Signature Authorities for Documents which Originate in the Branches
and Result in Obligations

"In accordance with your suggestion there are discussed below the signature authorities for various documents which originate in the Branches and result in obligations.

1. Requisitions for property and services, whether by Form 36-7 or memorandum, require the signature of designated officials. On 1 August 1947 the Supply Division issued a memorandum to all supply personnel, which was supported by a list of Accountable and Responsible Officers authorized to sign requisitions for property. Requisitions received in the Supply Division are checked for appropriate signatures before they are processed. Requisitions bearing unauthorized signatures are returned to the issuing office. The Branches are responsible for notifying the Supply Division of any changes in individuals authorized to sign requisitions. In discussing this matter with [REDACTED], it was learned that this procedure is working satisfactorily and except for minor incidents, no difficulties are being encountered. 25X1A

2. In connection with requests for personnel actions, it was learned from Mr. William Kelly that the signature of authorized individuals is required before they are processed. Although Administrative Instruction [REDACTED] (CIG Administrative Order [REDACTED]) does not stipulate who may sign such requests, it is understood that the Branches are required to notify the Personnel Branch, in writing, of the individuals authorized to sign requests for personnel actions. 25X1A

3. Letters which originate in the Branches and result in Inter-Agency Agreements generally require the signature or concurrence of the Branch Chief. This is especially true in connection with agreements which require participation by this Branch or the Services Branch.

4. The signatures on Requests for Travel Orders are being checked, however, a system whereby only designated individuals may sign has not been established. Generally, the signature of the Branch Chief or Administrative Officer is accepted even though Administrative Instruction [REDACTED] (CIG Administrative Order [REDACTED]) provides for signature of "Office or Branch Chief". In discussing this matter with [REDACTED] ORE, he pointed out that "Office or Branch Chief" was not exactly suited to ORE since they prefer to have all requests approved at a focal point. [REDACTED] both favored the suggestion that individuals authorized to approve travel requests be designated in writing and that only their signatures be accepted. 25X1A

25X1A

25X1A

25X1A

Continued

-2-

5. The situation regarding requests for cargo shipments is similar to that of travel requests, wherein the signature of the Branch Chief or Administrative Officer is accepted. [REDACTED] Transportation, OSO, favored the suggestion of having written designations for officials who may approve requests for cargo shipments.

6. Generally, this Branch does not establish obligations on the basis of documents issued and signed by the various operating Branches, except perhaps in connection with Inter-Agency Agreements. The documents used by this Branch to establish obligations usually contain the signature of an authorized individual in the Services or Personnel Branch.

7. It is suggested that a system be established whereby written designations will be required for individuals authorized to sign travel requests and requests for cargo shipments. The extreme of signature cards should be avoided. It should also be pointed out that the Branches should issue internal instructions, so that documents which require the approval of the Administrative Officer or other officials will be routed in such a manner.

25X1A

[REDACTED]
Fiscal Inspector